

**MINUTES  
MEETING OF THE  
TENNESSEE COMMISSION ON AGING AND DISABILITY  
THE SHERATON DOWNTOWN HOTEL  
623 UNION STREET  
NASHVILLE, TENNESSEE  
November 20, 2007  
Suite 5**

**Members Present:**

Mr. John Arriola  
Ms. Diane Cornell  
Mr. Bernard Danzig  
Mr. William Eddington (for Wanda Willis)  
Mr. Shelburne Ferguson, Jr.  
Mr. Jerry Hill  
Ms. Vickie Lawson  
Ms. Beauton Matthews  
Ms. Frankie McCord  
Ms. Barbara McIntyre  
Ms. Lynne O'Neal  
Mr. Judson Palmer  
Mr. Glen Petree  
Mr. Seth Stanger  
Ms. Mary Stockley  
Ms. Elizabeth Stovall  
Ms. Jackie Talley  
The Honorable Senator Jim Tracy  
Ms. Bobbie Tyler  
Ms. Wanda Willis  
Mr. Donald Woodlee

**Members Absent:**

The Honorable Rep. Lois DeBerry  
Mr. William Johnson  
Ms. Teresa McCadams  
Mr. Leonard Price

**Special Guests**

Patti Killingsworth, Bureau of TennCare, Assistant Commissioner and Chief of Long Term Care  
Darin Gordon, Bureau of TennCare, Director

Chair Woodlee called the meeting to order at 9:00 a.m. The roll was called, and attendance is listed above.

**APPROVAL OF THE AUGUST 2007 MINUTES**

Chair Woodlee asked if there were any corrections, deletions, or additions to the Minutes of the August 2007 meeting. Judson Palmer **moved approval of the minutes. The motion was seconded by Frankie McCord and passed unanimously.**

**BUREAU OF TENNCARE**

Special guests included Darin Gordon and Patti Killingsworth from the Bureau of TennCare. Mr. Gordon greeted the Commission and introduced Ms. Killingsworth who passed out information packets to everyone. She also had developed a PowerPoint

slideshow which she used in reporting on the responsibilities of the Home and Community Based Services Statewide Waiver Program. She applauded the TCAD staff for their partnership and hard work and their continuation of dialogue in working together as partners. She stated there is room for growth as the current enrollment is steadily growing toward full capacity of 3,700 enrollees. Ms. Killingsworth included the legal documents of the 1915c HCBS waiver in the handouts. She explained how the waiver program was set up. The Centers for Medicaid Services (CMS) funds the waiver program through the Bureau of TennCare who in turn contract with the Commission on Aging and Disability who is the Operating Agency. The Commission then contracts with the Area Agencies on Aging and Disability statewide who in turn recruit service providers to perform the actual services. Ms. Killingsworth stated the accountability remains at the state agency level. The packet of information provided contained a Functions and Responsibilities chart.

## **EXECUTIVE DIRECTOR SEARCH COMMITTEE REPORT**

John Arriola presented the report from the Search Committee. He recapped the last couple of months the committee has been in efforts to locate an Executive Director. On August 6<sup>th</sup>, the Committee held their first meeting. September 14<sup>th</sup> was the deadline to submit resumes for the position. There were approximately 112 people who responded to the ad for the position of Executive Director. Resumes were received nationwide. The Committee narrowed the search to nine highly qualified applicants. One candidate dropped out, and on November 6<sup>th</sup> and 7<sup>th</sup>, actual interviews were held with the eight finalists. Of the eight who were interviewed, the Committee narrowed the search down to two finalists, Mike Hann and Sharon Minturn. Resumes of both finalists were included in the meeting notebooks, and a PowerPoint slide show was shown which included a photo of both candidates. Of the two finalists, the Committee felt the strongest candidate was Mike Hann. The Committee made the recommendation that Mr. Hann be appointed as the new Executive Director. Mr. Hann has two Master's degrees, one in Management and Human Relations, and the other in Education Administration. He is a Certified Healthcare Executive, and a Fellow with the American College of Healthcare Executives. He comes to the Commission after retirement from 33 years with the U.S. Navy with rank of Captain. He has been Director of Fleet Medicine at the Great Lakes Naval Hospital, the Naval Hospital in Corpus Christi, TX, and served as a member of the Naval Hospital Great Lakes Board of Directors and Executive Steering Committee. Mr. Arriola stated that Mike Hann has a strong approach to reaching out, has great leadership skills, and has experience dealing with infrastructure and systems and plans of care.

Both candidates scored high on knowledge and both had strong communication and a key team approach. Mr. Arriola stated that Mike Hann has had a strong quality assurance background in dealing with the types of issues that TennCare described in their presentation. Mr. Judson Palmer added that in addition, Mike Hann is a Healthcare Executive, and is Board Certified. Mr. Arriola stated the strength in elderly programs went to Ms. Minturn. The operations side of her experience was evident, but going out and looking at the federal government requirements was a concern. It was mentioned that the knowledgeable TCAD staff would be the strength of either candidate going in, that there would be a learning curve as there is with anyone taking a position. Mr. Arriola stated he has every confidence in Mr. Hann's leadership capability, and he felt Mr. Hann would prepare the Commission for where we need to be over the next few years. Bernard Danzig moved that the recommendation of the Search Committee be accepted by acclamation, and Shelburne Ferguson seconded the motion, and it was carried.

unanimously. The next step is to send the recommendation of the Commission to the Governor's office for appointment.

## **POLICY CHAPTERS**

Six policy chapters were presented for review and consideration of the Commission for approval.

TCAD staff member, Lucy Utt, presented the Senior Center policy chapter. She stated the last revision of the chapter was in 1996. The staff simplified the chapter and sent it to the AAADs and senior centers for review and comment. Their suggestions were considered and fed into the chapter to give it more flexibility and the chapter will be presented to the full Commission the following day for consideration and approval. A copy of the policy chapter was distributed to members prior to the meetings.

Ms. Utt also reported on the new Emergency Management policy chapter. She stated that LaVerdia McCullough took on the emergency management functions for TCAD and put together the policy chapter. A lot of the AAADs already have emergency management plans in place. This chapter will be the guideline for the AAADs to develop their agency plans. It contains examples of plans, the CEMP, the COOP, and outlines what is needed to have the emergency management plan in place. The Emergency Management policy chapter will be presented to the full Commission the following day for consideration and approval. A copy of the policy chapter was distributed to members prior to the meeting.

Ms. Utt also reported on the new SHIP policy chapter. She stated a lot of people perceived the SHIP being an extension of the Information and Assistance program, but there is a lot of followup, case management, and more in the SHIP Program. The policy chapter contains the guidelines from the CMS grant. It also contains what's in the area agency contract and more. The SHIP policy chapter will be presented to the full Commission the following day for consideration and approval. A copy of the policy chapter was distributed to members prior to the meeting.

Tabitha Satterfield presented the Family Caregiver policy chapter. Most of the changes to the policy chapter were a result of the Reauthorization of the Older Americans Act and/or those persons with Alzheimer's Disease. There were also some updates on reporting requirements. A copy of the policy chapter was distributed to members prior to the meeting.

Belinda Bruns presented the AAAD chapter. It was sent to the Area Agency Directors prior to final Draft, and several changes were made to the chapter. A copy of the policy chapter was distributed to members prior to the meeting.

Janet Lamb, TCAD staff attorney, presented the policy chapter on Background Checks. She reported this chapter is newly written. She started from scratch and looked at the Department of Justice' Guidelines for the Screening of Persons Working with Children, the Elderly and Individuals with Disabilities in Need of Support as a model for the chapter. She said the authority is in the Commission statutes. The chapter requirements call for anyone who has direct contact with the elderly and vulnerable adults to search the state felony offender, abuse registries and the national sex offender register as well as a state or local background check. Fingerprints should be submitted for a TBI or FBI background check, if requested by the provider. Either the provider or the individual can pay for the required background checks. It was proposed that the requirement for a state or local check be waived for nutrition volunteer if they work less than 26 hours per year. The chapter was submitted to the AAADs for review and comment prior to final Draft submitted for consideration and review of the Commission.

This chapter, along with the other five policy chapters, was also sent to the Commission members for their review and comment.

**After some discussion of suggested changes to the Background Checks policy chapter, Shelburne Ferguson made a motion that five of the six chapters be accepted with minor changes and the Background Checks chapter should get legislative intent prior to the next meeting. Vickie Lawson seconded the motion, and it was carried.**

## **HOME AND COMMUNITY BASED SERVICES (HCBS) WAIVER REPORT**

Michelle Drachler, TCAD Title III and Title VI Quality Assurance Coordinator, provided the update on the HCBS program. Ms. Drachler is the interim waiver program coordinator since Margaret Rose left the Commission. A summary of waiver activities was included in the Commission notebooks. Summary highlights include: 2,325 waiver slots used this year so far. At the current pace, the program has potential to be full by June 2008. The Shelby County waiver transition will be complete by mid-December 2007. Currently, there are over 200 waiver service providers. The importance of formal identification of a cost CAP was discussed, and establishment of forms revisions workgroups. The question was asked as to what would happen when all 3700 slots were filled. For additional slots to be open, CMS would need to approve a request from TennCare. The state must commit matching funds for these slots. TennCare is planning on asking for more slots once the 3700 have been used.

## **PRESENTATIONS FROM THE AREA AGENCIES ON AGING AND DISABILITY**

Each Area Agency on Aging and Disability across the state will have an opportunity to showcase their agency during the Commission meetings. Presentation highlights from the November 2007 meeting are shown below.

### **SOUTHWEST AREA AGENCY ON AGING AND DISABILITY**

Shelley Matthews from the Southwest Area Agency on Aging and Disability presented a slide show presentation of the agency. This district is home to the famous Carl Perkins, also Casey Jones, Buford Pusser, and Daryll Worley who is a country music star and supporter of senior centers at the Southwest district.

### **SOUTH CENTRAL AREA AGENCY ON AGING AND DISABILITY**

Robin Rochelle, Assistant Manager, the South Central Area Agency on Aging and Disability, presented a slide show presentation of the area agency. The agency is located within a Development District. The Director is Jerry Mansfield, a former mayor of Fayetteville, TN, for 17 years. Ms. Rochelle distributed handouts and brochures, and an Annual Report for 2007 was also made available.

## **TCAD STAFF UPDATE**

Kathy Zamata reported staff changes. She welcomed Seth Stanger to the Commission as member. He replaces Tam Gordon as a representative from the Governor's office. Ms. Zamata presented changes in staff. Margaret Rose, who headed up the waiver program, resigned and transferred to Probation and Parole as the Director.

Becky Walls, waiver nurse, resigned and transferred to the Maternal and Infant Care group of Public Health. Gail Tucker, Management Information Systems, transferred to the Department of Labor and Workforce Development. Shannon Jones moved into the SHIP Director position at TCAD from the SHIP Aging Program Specialist position. Two new billing clerks were hired. One of the clerks is on FMLA leave but not expected back due to the severity of the illness.

## **ACTING DIRECTOR'S REPORT**

Kathy Zamata, Acting Director, stated that the full report was included in member's notebooks for their reading. She briefly touched on some of the bullet points. The national meeting of the N4A (National Association of the Area Agencies on Aging and Disability) will be held in Nashville, July 20-23, 2008, and approximately 700 plus are expected in attendance.

Perry Register prepared the budget for 2009. He asked for \$5 million additional monies and they have requested monies to hire a volunteer program coordinator who would coordinate with the nine Area Agency coordinators. She also stated that an expansion was requested for Options, but was not optimistic about the increase.

Ms. Zamata noted that more information on the 2009 conversion of television signals had been included in the Commission member notebooks. The packet of information describes how tv signals will be going digital in February 2009, and the Commission will be working with the AAADs to get information out to senior centers statewide. \$40 vouchers will be given to qualifying homes for conversion boxes that can be connected to existing tv sets in order to receive the new digital signals. This is a national effort.

Other items include the contract for the 2008 meetings of the Commission. The dates for the 2008 Commission meetings were included in member's notebooks. The meeting dates for 2008 are: February 12, 2008; May 13, 2008; August 12, 2008; and November 18, 2008. The Doubletree Hotel, Downtown Nashville, was contracted as the 2008 meeting hotel. Announcements are sent to Commission members two weeks in advance of the meetings with details of the meetings.

## **OTHER BUSINESS**

Diane Cornell stated she would like it noted for the record the passing of one of Athens' citizens and member of the Southeast TN Advisory Board, Mr. Rex Moses, who passed away Monday, October 15, 2007. She stated he was a public servant. She said she would like him to be remembered. She will make available the details to be noted. It was mentioned that a proclamation could be coordinated through the Governor's office in honor of the memory of Mr. Moses. **Mr. Ferguson moved that the Commission go forward with a proclamation in Mr. Moses' honor.**

## **ADJOURNMENT**

**With no further business before the Commission, Chair Woodlee adjourned the meeting at 2:40 pm.** The next regularly scheduled meeting is February 12, 2008, 9:00 a.m. CST at the Doubletree Hotel Downtown, Nashville, TN.